

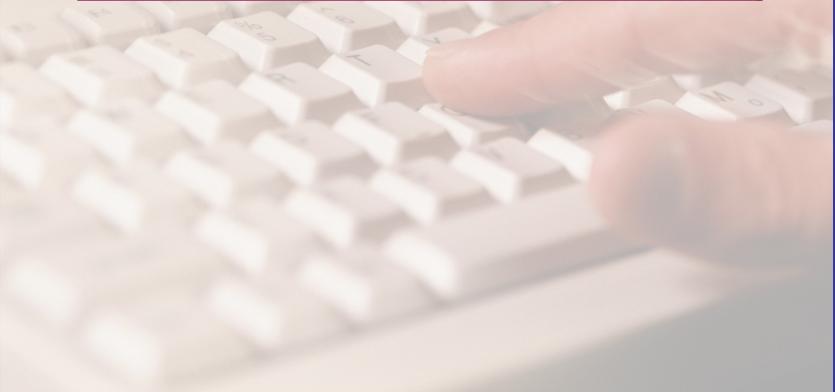


Web Enabled Safety System



WESS
Module
2B

Managing
Your Account



Managing Your Account

At the WESS Main Menu screen, a List of User Activities is displayed



In the frame at left, Click on “Maintain Account” to update your User Account information.

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Your Existing Reports “User’s Name”

Drafts	Endorsement Needed
Delete Serl# Date Description	Serl# Date Description
Approval Needed	
Serl# Date Description	
Release Pending	
Serl# Date Description	
Release Action Needed	
Serl# Date Description	

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return home](#)
- [JReports](#)
- [Logout](#)



Managing Your User Account

WESS Account Management

[Change your WESS Account's Password](#)

[Change Login Password](#)

[Update your WESS Account information.](#)

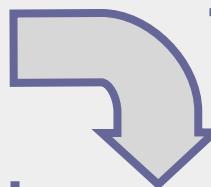
[Update WESS Account Information](#)

[Update your Official Email Address.](#)

[Update Official Email Address](#)

[Change your color scheme](#)

[Help](#)



The Account Management screen allows the User to modify four different sets of

Clicking on
“Change
Login
Password”
displays the
screen at
right.

Change Password for User Account

[Help](#)

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 9 characters, contain at least two upper case letters, at least two lower case letters, at least two numeric characters, and at least two special characters, i.e. [!@#\$%^&*0_~!`{()[]:;,<>?]

Note: Once you have changed your password, you will be logged out for security purposes.

Enter Old Password:

Enter New Password:

Verify New Password:

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Submit](#)

[Logout](#)



Changing Your Password

Change Password for User Account **“User’s Name”** **Help**

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 9 characters, contain at least two upper case letters, at least two lower case letters, at least two numeric characters, and at least two special characters, i.e., [!@#\$%^&*()_~\|{};:",<,>^?]

Note: Once you have changed your password, you will be logged out for security purposes.

Enter Old Password: •••••••••

Enter New Password: ••••••••••••••

Verify New Password: ••••••••••••••

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Submit **Logout**

Remember that the Password must meet the following rules:

The New Password must contain at least 9 characters, at least two capital letters, at least two lower case letters, at least two number and at least two “special” characters, e.g. ! @ # \$ % &, etc.

First enter your Old Password and then enter a new one and verify it.

Then Click the “Submit” button. .



Updating Account Information

WESS Account Management

Help

Change your WESS Account's Password

[Change Login Password](#)

Update your WESS Account information.

[Update WESS Account Information](#)

Update your Official Email Address.

[Update Official Email Address](#)

Change your color scheme.

[Change your color scheme](#)

To Modify other User Information, Click “Update Wess Acct Information”

There are 8 different data entries that a User may Modify in the next entry screen, without requiring an entirely new account:

The user's Rate/Rate/Grade, Position/Title, Command PLA and Mailing Address, Commercial and DSN Telephone numbers, and a new “Challenge question and answer.



WEss Account Update Screen

User Data
may be
modified in
any of the
active text
boxes at
right.

Click "Next"
to submit
the changes.

Please verify your account information.
Official email address and Command UIC may be changed from options listed on the Main Menu.

* Editable Fields that require data entry.

User ID	cmalmond
First Name	Charles
Middle Name	M
Last Name	Almond
Rate/Rank/Grade *	GS-0690-11
Position/Title *	Industrial Hygienist
Command UIC	N63393-NAVAL SAFETY CENTER NORFOLK VA
Command PLA *	COMNAVSAFECEN
Official Email Address	charles.almond@navy.mil
Official Mailing Address (press Shift-Enter at end of each line) *	Naval Safety Center 375 A Street Norfolk, VA 23511-4399
Telephone (include Area Code) *	757-444-3520, x7157
DSN	564-3520, x7157
Safety Authority Name *	Charlie Kiriakou
Safety Authority Official Email *	charles.kiriakou@navy.mil
Safety Authority Phone (include Area Code) *	757-444-3520 x7303
Safety Authority DSN	757-444-3520 x7303
Request Justification	WEss Beta Test
Challenge Question *	What is the city of your birth? <input type="text"/>
Challenge Answer *	Norfolk

[Back](#) [Next](#)



Summary of Account Updates

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **WESS**
Naval Safety Center

User Account Summary for “User’s Name”

[Help](#)

Activities

[Return Home](#)
[Maintain Account](#)

User ID	cmalmond
First Name	Charles
Middle Name	M
Last Name	Almond
Rate/ Rank	GS-0690-11
Position / Title	Industrial Hygienist
Command UIC	N63393-NAVAL SAFETY CENTER NORFOLK VA
Command PLA	COMNAVSAFECEN
Official Email Address	charles.almond@navy.mil
Official Mailing Address	Naval Safety Center 375 A Street Norfolk, VA 23511-4399
Telephone Number	757-444-3520, x7157
DSN Number	564-3520, x7157
Safety Authority Name	Charlie Kiriakou
Safety Authority Official Email	charles.kiriakou@navy.mil
Safety Authority Phone	757-444-3520 x7303
Safety Authority DSN	757-444-3520 x7303
Justification	WESS Beta Test
Challenge Question	What is the city of your birth?
Challenge Answer	Norfolk

[Continue](#)

A Summary screen will appear next. If you accept the changes, as displayed, Click “Continue”.

Changing Your Email Address

WESS Account Management

Change your WESS Account's Password

[Change Login Password](#)

Update your WESS Account information.

[Update WESS Account Information](#)

Update your Official Email Address.

[Update Official Email Address](#)

Change your color scheme.

[Help](#)

Click on **“Update Official Email Address”**, if it should ever need to be modified.

Enter your new Official Email Address and again to verify it.

Then click “Submit”.

Update Official Email Address for “User’s Name”

[Help](#)

Please be aware that your account will be locked until you verify your new email address. You will receive an email at your new email address requesting verification. Once you complete the verification process, your new email address will be updated in the system and you will have access to WESS.

User ID *cmalmond*

Current Email Address *charles.almond@navy.mil*

New Official Email Address

Verify New Email Address

[Submit](#)

[Cancel](#)



Changing Color Schemes

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **WESS**
Naval Safety Center

Activities

[!\[\]\(b16059d7582cfbd44776b82254580985_img.jpg\) Return Home](#)
[!\[\]\(0b8f49e0c64801d8c09ef0d56596c741_img.jpg\) Maintain Account](#)

WESS Account Management

[!\[\]\(0b207baea02210235291f876f475cb97_img.jpg\) Help](#)

Change your WESS Account's Password
[Change Login Password](#)

Update your WESS Account information.
[Update WESS Account Information](#)

Update your Official Email Address.
[Update Official Email Address](#)

Change your color scheme.
[Change your color scheme](#)

The default Color Scheme in WESS is gold. Click on “**Change your color scheme**”, if you wish to Modify the Screen “Skins”...



Optional Color Schemes

There are currently 17 different Color Schemes available in WESS.

Click the radio button next to the selection of your choice and Click next.

Please select the color scheme that you wish to change to

Default Gold

Navy

Marine

Blue

Ice

Khaki

Leaf Blue

Lime

Maroon

Peas

Pink

Plum

Red Olive

Sand

Sea

Gray Org

▶ Help



Sample Screen "Skins"

Samples of Screen Color Choices.

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Activities

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- [Return home](#)
- [JReports](#)
- [Logout](#)

Your Existing Reports

Drafts

[Delete](#) Serl# Date Description

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Activities

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- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [BASH](#)
- [Feedback Form](#)
- [Return home](#)
- [JReports](#)
- [Logout](#)

Your Existing Reports

Drafts

[Delete](#) Serl# Date Description

Approval Needed

Serl# Date Description

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[Delete](#) Serl# Date Description

Endorsement Needed

Serl# Date Description

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Your Existing Reports

Drafts

[Delete](#) Serl# Date Description

Endorsement Needed

Serl# Date Description

Approval Needed

Serl# Date Description

Release Pending

Serl# Date Description

Release Action Needed

Serl# Date Description



WESSION Main Screen

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Your Existing Reports - “User’s Name”

Drafts	Endorsement Needed
Delete Serl# Date Description	Serl# Date Description
Approval Needed	Serl# Date Description
Release Pending	Serl# Date Description
Release Action Needed	Serl# Date Description

When your selection is submitted, WESSION will return to the main User Environment, now displayed in the color scheme of your choice.



Hey, I Forgot My Password!

To learn about How to Reset WESS Passwords,

[Continue to Module 2-C](#)



[Back to Table of Contents](#)

